# Total Workforce Management Services (TWMS) Quick User Guide

Correcting Your TWMS Data



Revision 3.0 November 2010

### TWMS Summary

#### What is TWMS?

Total Workforce Management Service (TWMS) is a web-based Government Off-the-Shelf application which gathers information about your total workforce and includes data on Civilians (both APF and Foreign Nationals), Military, NAF, Contractors, and even Non-Navy Personnel. TWMS also includes data related to required and authorized billets. This is all available via an easy-to-use web interface.

#### Where Does the Data In TWMS Come From?

About 90% of the data residing in TWMS comes from official programs of record (POR) such as DCPDS (civilian data), NSIPS and DMO (military data), SAPHR (NAF data), NTMPS (training data), and TFMMS (Billet data). The other 10% of the data residing in TWMS is locally maintained and does not come from an official POR. This data is also known as non-POR data. Examples of non-POR data include Supervisor Name (except for Civilian APF and NAF employees), Work Phone, and Building Number. The design of the application is to combine all this data to allow you to manage your total workforce.

#### Can I see my own data in TWMS?

Yes, TWMS also allows you to view your own information via the Self-Service tool. There is a wealth of data that you can view including, but not limited to, information about your position, your pay, your recall information, and even your completed training.

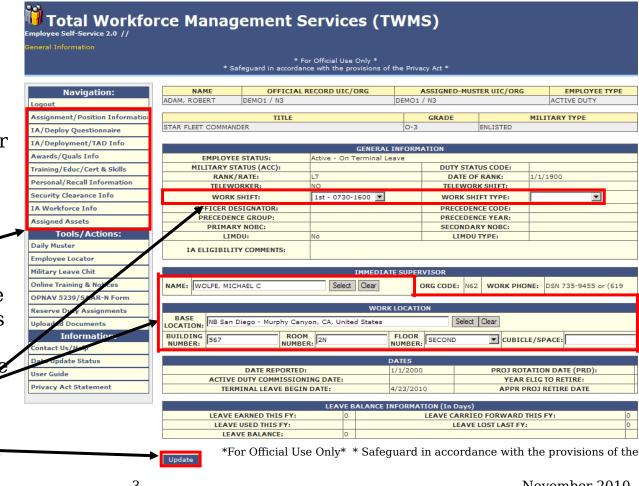
November 2010

#### Correcting Data - Military Personnel

You can update your non Program of Record (POR) data in your self-service. Non-POR data will appear within a white field and can be clicked to enter new information or edit

existing information. To change, correct, or update non-POR data in your self-service:

- 1. Go to the form that contains the information you want to update or correct by clicking the corresponding button on the Navigation Menu. Not every available form will display data. that can be edited.
- 2. Enter the new data or replace the existing data in the editable fields for that form. The form displayed here has several fields that can be changed/corrected/updated.
- 3. Click **Update** to save the new information and refresh the form.



#### Correcting Data - Military Personnel

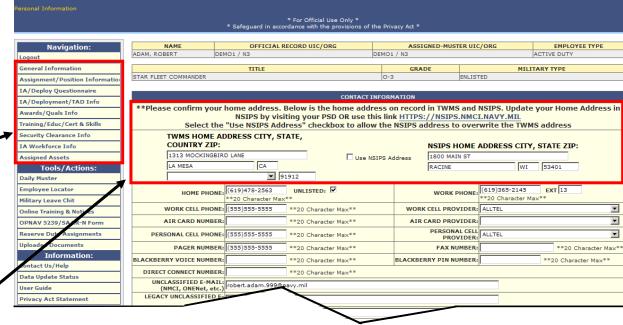
You cannot update Program of Record (POR) data in your self-service. Information found to be missing or incorrect must first be corrected in NSIPS for it to flow into TWMS correctly. Some data in NSIPS can be changed by going to your Electronic Service Jacket (https://nsips.nmci.navy.mil). Otherwise, you must contact your servicing PSD for

ressistance with getting your NSIPS record updated and/or

us Plate Por data in your

self-service:
1. Go to the form that contains the information you want to update or correct by clicking the corresponding button on the Navigation Menu.

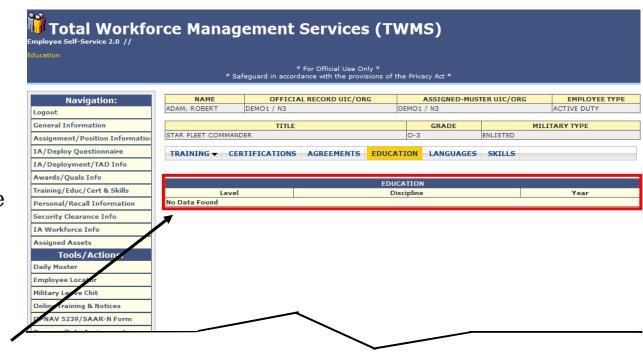
2. Go to your Electronic Service Jacket to determine if you can change the data there. If there is incorrect data that does not have a link then go to step 3.



For all other POR data that is incorrect or needs to be changed you must contact your servicing PSD for assistance with getting your NSIPS record updated and/or corrected.

- 3. Manually record or take a screen shot of the data in question.
- 4. Provide other supporting paperwork to your servicing PSD to change/correct/ update your data in NSIPS.

This member has a BA but NSIPS does not reflect this.

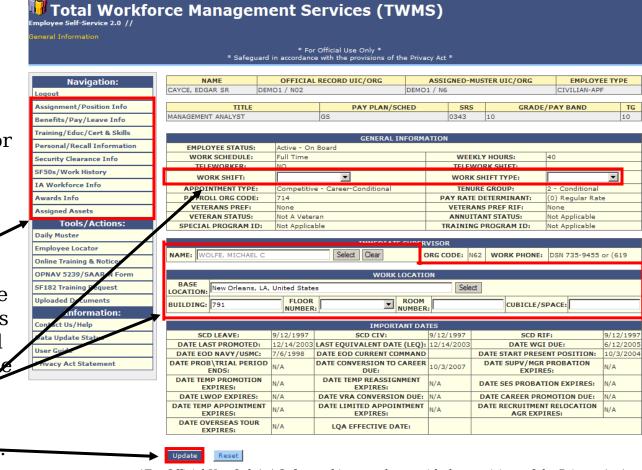


Correcting Data - Civilian APr

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Correcting Data - Civilian APr

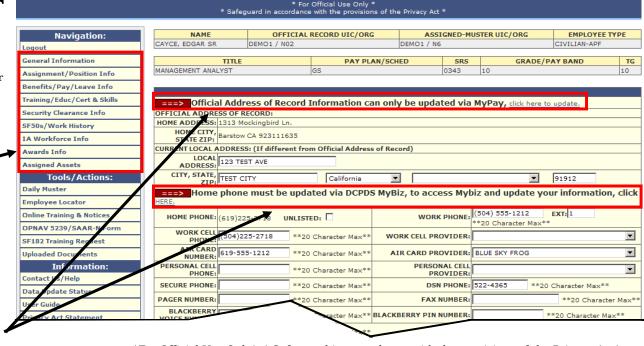
You cannot update Program of Record (POR) data in your self-service. Information found to be missing or incorrect must first be corrected in DCPDS for it to flow into TWMS correctly. Some data in DCPDS can be changed by directly going to either MyPay or MyBiz. Where appropriate, your

self-service will provide links to update/correct that data. To change, correct, or Total Workforce Management Services (TWMS)

update POR data in your

self-service:

- Go to the form that contains the information you want to update or correct by clicking the corresponding button on the Navigation Menu.
- 2. Click the link for either MyPay or MyBiz to update the corresponding data. If there is incorrect data that does not have a link then go to step 3.



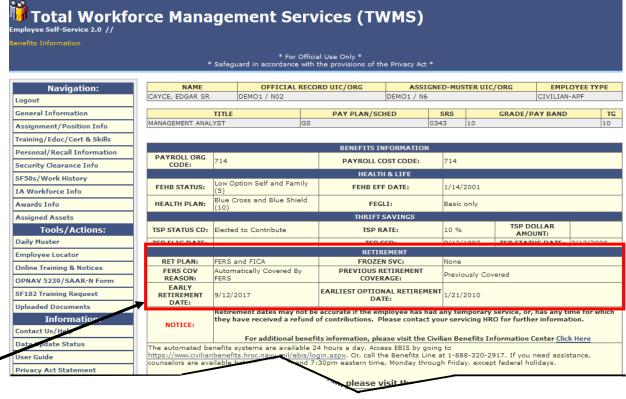
Correcting Data - Civilian APr

For all other POR data that is incorrect or needs to be changed you must contact your servicing Human Resources Office (HRO). They will help you to update and/or correct

your DCPDS record.
3. Manually record or take a screen shot of the data in question.

4. Provide other supporting paperwork to your servicing HRO to change/correct/ update your data in DCPDS.

This employee believes information displayed about their retirement plan is incorrect.

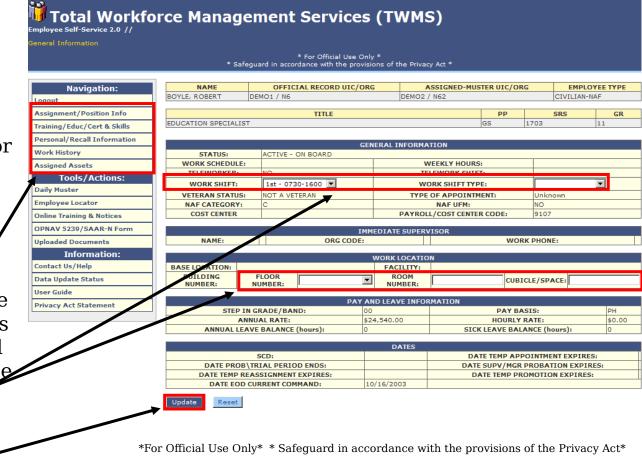


Correcting Data - Civilian NAF

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- 3. Click **Update** to save the new information and refresh the form.



Correcting Data - Civilian NAF

You cannot update Program of Record (POR) data in your self-service. Information found to be missing or incorrect must first be corrected in SAP-HR for it to flow into TWMS correctly. You must contact your servicing Human Resource Office (HRO) for assistance with getting your SAP-HR

Total Workforce Management Services (TWMS)

record updated and/or corrected To change, correct, or Total Workforce I update POR data in your

self-service:
1. Go to the form that contains the information you want to update or correct by clicking the corresponding button on the Navigation Menu.

- 2. Manually record or take a screen shot of the data in question.
- 3. Provide other supporting paperwork to your servicing HRO to change/correct/ update your data in SAP-HR.

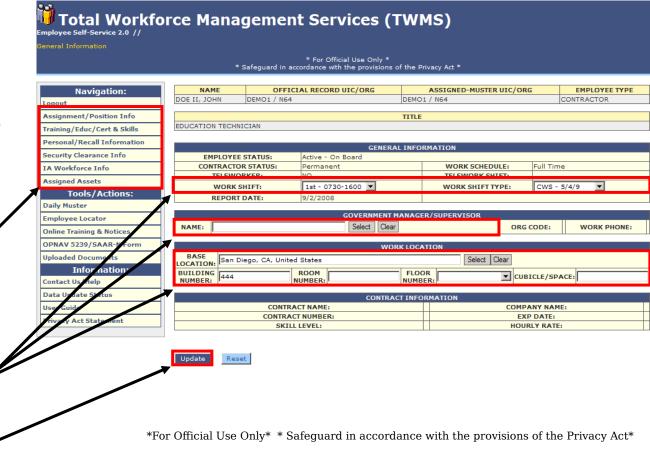
\* For Official Use Only \* \* Safeguard in accordance with the provisions of the Privacy Act \* OFFICIAL RECORD UIC/ORG ASSIGNED-MUSTER UIC/ORG **EMPLOYEE TYPE** BOYLE, ROBERT **General Information** TITLE EDUCATION SPECIALIST Assignment/Position Info Training/Educ/Cert & Skills Work History OFFICIAL ADDRESS OF RECORD: Assigned Assets HOME ADDRESS: 41 ADDISON PLACE Tools/Actions: aily Muster JRRENT LOCAL ADDRESS (If different from Official Address of Record) LOCAL ADDRESS: **Employee Locator** CITY, STATE Online Training & Notices COUNTRY, ZIP DPNAV 5239/SAAR-N Form (619)478-5236 HOME PHONE: ((60)3)3-43-1 UNLISTED: Uploaded Documents WORK CELI Information: \*\*20 Character Max\*\* WORK CELL PROVIDER: Contact Us/Help AIR CARD \*\*20 Character Max\*\* AIR CARD PROVIDER: NUMBER Data Update Status PERSONAL CELL PERSONAL CELL \*\*20 Character Max\*\* User Guide **Privacy Act Statement** PAGER NUMBER: **FAX NUMBER:** BLACKBERRY \*\*20 Character Max\*\* \*For Official Use Only\* \* Safeguard in accordance with the provisions of the Privacy Act\* This employee has

moved and wants to

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### Correcting Data - Contract

### Personnel

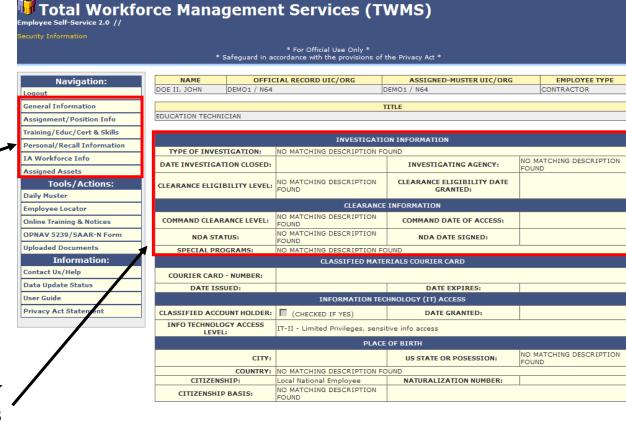
You cannot update Program of Record (POR) data in your self-service. You must contact your department supervisor or program admin support office for assistance with getting your record updated and/or corrected.

To change, correct, or update POR data in your

- self-service:

  1. Go to the form that contains the information you want to update or correct by clicking the corresponding button on the Navigation Menu.
- 2. Manually record or take a screen shot of the data in question.
- 3. Provide other supporting paperwork to your department supervisor or program admin office to change/correct/update your data.

This employee has a security clearance but TWMS does not reflect this.



### Data Update Status

Shown here is the information you will see when you click the **Data Update Status** button on the Information Menu. The screen is organized so you can see when the latest data updates TWMS has received from each Program of Record (POR). The information may be useful to know if you have data that has been corrected from one of these PORs.

